

Brillantmont International School  
Boarding Handbook

# Brillantmont

International School Lausanne



## A Guide to the Boarding School for Students and Families



# Brillantmont International School

## Boarding Handbook

### Introduction

Dear parents / guardians,

Thank you for entrusting your child to us. From the moment you register your child with us we begin a partnership so that together we can meet the needs of your child and ensure they have the best possible boarding experience. Please feel free to contact us at any time to communicate any information you feel could benefit our care or to get an update on progress.

Dear student,

Congratulations on making the brave step to join a boarding community, you are about to start an incredible adventure. We have over 140 years of experience in boarding, having welcomed thousands of students from all over the world into our community. We know you will have a range of emotions from excitement to nerves or even anxiety and second thoughts. Whatever you are feeling, rest assured that it is normal and we have seen it all before! Just try to relax, we assure you that very quickly, you will feel at home and comfortable in our family community. Trust us: you will find leaving even more challenging!

Every week you will have access to incredible learning opportunities and experiences and on a daily basis you will gain intercultural understanding from the diverse personalities in our community. Learning is challenging, rewarding and energising. Living in an intercultural community will stimulate learning on many levels as well as enjoyment of easy access to the amazing city of Lausanne which you can discover in safety. Discovering the lakes, mountains, food, culture and languages of Switzerland gives you access to incredible opportunities.

Just like at home, we have expectations and standards to ensure that your daily life is happy and rewarding. This Boarding Handbook explains the day-to-day life and routines of a boarding student. Thank you for taking the time to read it carefully but if you have any questions please do not hesitate to ask, we have a dedicated team here for you.

As parents / guardians and as a student, you are beginning a new journey in life. Together, we will make that journey enriching, full of wonder and always with your safety and well-being at heart.

Welcome to the Brillantmont family; let's begin this exciting journey!



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### School Vision, Mission & Core Values

#### OUR VISION

To be recognised as an inclusive, international learning community which empowers and inspires our students to reach their full potential.

#### OUR MISSION

To provide a supportive family environment which enables our students to discover and develop their passions and talents, building the confidence needed to lead happy, meaningful lives.

#### OUR CORE VALUES

##### Learning

We deliver stimulating curricula and unique learning experiences which equip students with the attributes to thrive in a rapidly changing world. We nurture collaboration and leadership skills through challenge, building courageous, confident, critical thinkers. Our teaching promotes reflection which encourages students to develop an awareness of their own learning journey.

##### Well-being

We cultivate a physically and emotionally healthy lifestyle in a safe, inclusive environment. Our focus on the individual raises self-esteem, helping our students become effective learners and balanced young people. We promote the healthy use of technology and digital awareness, placing value on human connections and respect.

##### Internationalism

We actively ensure an international student body which celebrates inter-cultural understanding and diversity. We recognise the value of our privileged location to promote the learning of French, an international outlook and the benefits afforded by the natural sporting and cultural wealth of Switzerland.

##### Community

We foster a caring, culturally aware community, based on mutual respect, in which our students can be themselves. We provide opportunities to impact the lives of others through service and leadership within and beyond the school community.



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### Boarding Curriculum

At Brillantmont, the Boarding Curriculum lies at the heart of residential life, bringing our vision to life as an inclusive, international learning community that empowers and inspires students to reach their full potential as global citizens.

Guided by our mission and vision statements to provide a supportive family environment, the Boarding Curriculum enables students to discover and develop their passions and talents, building the confidence needed to lead happy, meaningful lives.

Grounded in our values of learning, well-being, internationalism, and community, and with a commitment to fostering global citizenship, the Boarding Curriculum nurtures each student's growth in the following ways:

- **Learning:** Through diverse extracurricular activities, leadership roles, and collaborative projects, we provide unique learning experiences that challenge students to think critically, work together, and reflect on their personal growth. Students are encouraged to step outside their comfort zones, take risks, and develop the attributes needed to thrive in a rapidly changing world.
- **Well-being:** We cultivate a safe, inclusive environment that prioritises physical and emotional health. By supporting students' well-being, we help them build resilience, balance, and self-confidence, ensuring they feel secure and valued while living away from home.
- **Internationalism and Global Citizenship:** Living within a vibrant international boarding community, students develop intercultural understanding, mutual respect, and a global outlook. The Boarding Curriculum promotes global citizenship, encouraging students to engage with diverse perspectives, learn French, explore Swiss culture and traditions, and appreciate their role and responsibility as members of a global society through the common shared language of English.
- **Community:** We foster a caring, culturally aware community built on mutual respect, in which students are empowered to be themselves. Through regular meetings, student leadership opportunities, service learning, and connections with the wider community, students are given a voice and inspired to make a positive impact both within and beyond the school.

The Boarding Curriculum helps students grow into confident, balanced, compassionate global citizens ready to lead meaningful lives in an interconnected world.

Student progress will be recorded and shared with parents throughout the course of the academic year and we rely on a collaborative approach to support student development and the promotion of our values.



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### Before You Arrive

#### Clothing

Switzerland is an Alpine country and Lausanne sits on a lake. We have all four seasons, with increasingly hot summers and cold winters. It usually snows in Lausanne for a few days every year. Therefore, you need to ensure that you bring suitable clothes with you for all seasons. Your attention is drawn to the school dress code:

<https://brillantmont.ch/download/rich/1258/rxxwhl4w.pdf/13-Brillantmont-dress%20code%20policy.pdf>. Students are expected to follow this and should therefore use this as reference when planning clothing to bring to school.

List of clothing and other articles that you need for your stay at school:

- T-shirts, sweatshirts, sweaters (light and warm)
- trousers, skirts, dresses
- sports shoes
- shoes, sandals, slippers for everyday school life
- swimming costume and towel
- tracksuit / sports clothes
- waterproof coat
- warm jacket for winter
- warm shoes/boots for winter, warm hat, warm gloves
- smart clothes for formal occasions
- appropriate clothing and shoes for hiking

Should students arrive without the required clothing, they will be taken to purchase it using where necessary, the personal expenses account.

All student clothing must be named to help facilitate the safe return of misplaced clothing. Please see below in the laundry section for further information. At the end of the school year, students have the opportunity to sell unwanted clothing to raise money for charity. Where students choose not to do this and simply dispose of the clothing, staff reserve the right to sell it on their behalf for the benefit of charity.

#### Ski/winter clothes

All students are required to have ski clothing (jacket and trousers) as we undertake regular mountain activities in addition to skiing and snowboarding that require the same clothing. The fulfilling and beneficial mountain activities available in Switzerland complement and underpin our vision and mission statements, and subsequently the whole community will be involved. Students arriving without such clothing will be assisted to purchase it, the cost of which will be invoiced. All students skiing, snowboarding or participating in other such activities must wear a helmet.



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### Other equipment needed

- a bag to carry your school books
- a pencil case with pens, pencils etc.
- a laptop or a tablet for personal work
- adaptors, telephone chargers
- A cutlery set (fork, knife, spoon) for use in the boarding house kitchens for snacks etc

### On arrival

#### Who's Who?

Information on the Brillantmont staff can be found on our website.

<https://www.brillantmont.ch/school/our-school>

<https://www.brillantmont.ch/school/history>

<https://www.brillantmont.ch/boarding/home>

<https://www.brillantmont.ch/learning/overview>

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### Boarding Staff Roles

#### HEAD OF BOARDING

The Head of Boarding works closely with the Senior Leadership Team, in conjunction with the Academic Head and the Wellbeing Counsellor to provide the highest levels of pastoral support to the boarding community. The Head of Boarding ensures the smooth day to day operation of the boarding houses and the boarding team and is a point of contact for students should they have any worries, concerns or complaints that cannot be supported by the boarding staff.

#### HOUSE PARENTS

House Parents work closely with the Head of Boarding and assist with the day to day running of the Boarding Department. They live in the boarding house alongside the students, which forges close connections and helps build the family atmosphere of the school.

#### ASSISTANT HOUSE PARENTS

The Assistant House Parents support the students by guiding them through their time in boarding. They live in the boarding house and spend time amongst the students to supervise, support and encourage them.

#### SCHOOL NURSE

The School Nurse supports the boarding community by helping students remain healthy and caring for them when unwell, coordinating this with the boarding staff and organizing external appointments when needed. The School Nurse is available Monday to Friday from 08h00 to 16h30 on campus.

#### PASTORAL CARE AND WELL-BEING COORDINATOR

The Pastoral Care and Well-Being Coordinator works closely with the students to provide caring, individualised support and liaises closely with staff in this domain.

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### Boarding House Profile

There are 5 boarding houses: Villa, Château, Monribeau, Pierre Grise and Graveline. They are all located on campus and most have classrooms in the lower levels. All houses are accessed by RFID pass. Boarders are separated by gender and are generally grouped in the house with others of a similar age. A member of the boarding team lives on each floor of the boarding house, helping and supporting students.

Most rooms are shared with another student from a different nationality providing a strong avenue for intercultural and international understanding. A limited number of single rooms are also available. These are usually for returning students or those in their final year. Students who have been at the school the longest would get priority.

The rooms are large and spacious. Many have an incredible view over the lake and Alps. Each bedroom provides every student with their personal bed, desk, study chair, bedside table, bedside lamp, lockable wardrobe and storage shelves.

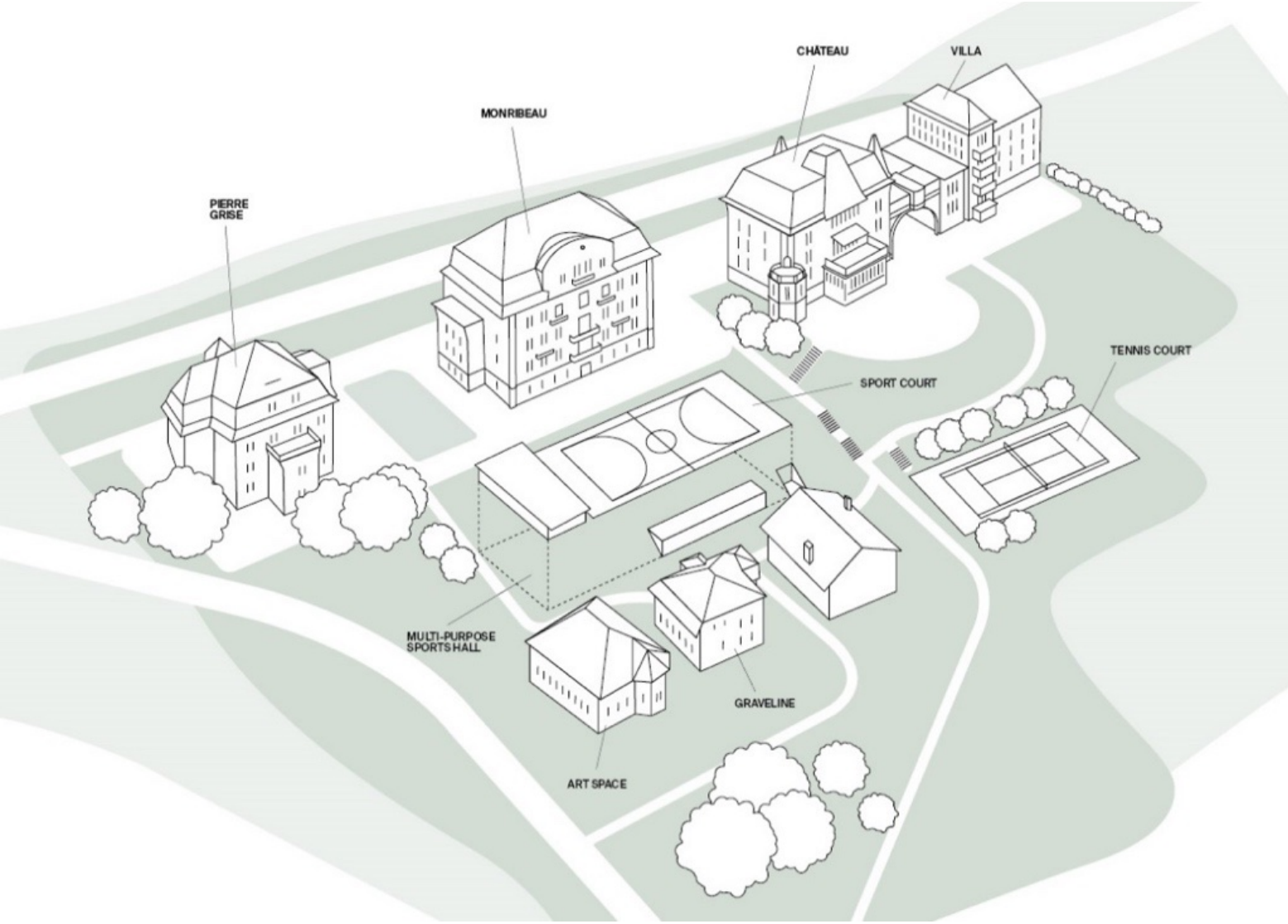
Bedrooms in Château are ensuite. In the other houses, students share bathrooms (2/3 students per bathroom). Each house has access to cooking facilities that students may use at weekends or within a community cooking activity, though it should be noted that as part of our family philosophy, everyone eats meals together in the dining room. Every boarding house has a lounge area, in which the students can meet up and hang out.

In Monribeau we have a communal area for all students, equipped with a television, sofas and games to provide a place to socialise, relax and build a sense of community.

The closed campus is a safe place in which the students can relax and enjoy the facilities available on site. Outdoor seating provides a relaxing opportunity to admire the impressive mountain views, watch stunning sunsets or chat with friends. Outdoor table tennis, basketball and football facilities all complement a multitude of outdoor opportunities.



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### Villa

Downstairs in Villa, there are classrooms and upstairs, a boarding house, spread over three floors. The rooms on the third floor have characteristic beams and are very cosy. All rooms are light, modern, spacious and nearly all have views over the lake and mountains. A cosy lounge area is in the attic.

### Château

Château is the main administrative building and also houses some classrooms and laboratories. The boarding accommodation is on two floors, with around 10 students per floor. Nearly all bedrooms have views over the lake and mountains. Most rooms have fantastic, ensuite bathrooms, which were all renovated recently.

### Monribeau

Monribeau is the largest boarding house. It is an important building in the school as it is where the dining room is located! The boarding accommodation is on four floors with north facing and lake view rooms. All the rooms are very large and spacious and a lounge and kitchen area is available. A communal common room is available on the ground floor in which all students can socialize.

### Pierre Grise

Pierre Grise is a small, cosy boarding house. Around 6 students live on each of its two floors and there is a large relaxation area and huge terrace.

### Graveline

Graveline is the smallest boarding house providing a very homely feel, it has a large lounge area and lovely private garden.



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### Communication

#### Telephone

Telephones are part of everyday life; however, we expect students to use their mobile telephones and other technology responsibly, and at all times in conjunction with the school rules. Boarding staff will assist the students with this and provide individual support based on their age and abilities. Younger students (grades 8 and 9) must hand in all their technology at bedtime. Sometimes, our older students also need support to maintain a healthy sleep routine. They might also be supported and need to hand in their technology at night if we see they are needing some assistance or having some difficulties.

We are sympathetic to the time differences for students from certain countries when needing to communicate with home. However, we do ask that parents respect the school day when telephoning and that they do not ring during study time, at meals or after bedtime (late phone calls disturb other students and cause problems in settling people down for sleep). Your child will inform you of the most appropriate time to call, based on their schedule. It is requested that parents do not routinely call after 21h00 as we want to foster a calm, quiet evening routine.

Students requiring a SIM card are requested to do this with their parent or guardian. A signature of a parent or guardian is required in order to get a SIM card and this cannot be done by the school. When leaving Brillantmont and during holidays, care should be taken to ensure that monthly bills continue to be paid in a timely manner and that contracts are closed when the student leaves the school/Switzerland.

#### Email

Upon arrival, students will be given a school email address which is to be used for all email communication within the school community. It should be checked regularly as information may be sent by teachers, boarding staff or other key members of the community. When a student leaves the school, the address will be changed to an alumni address to enable them to keep in contact with the school and their friends in the future.

#### BM App

A custom built school app is available for download from the Apple App Store for iOS devices or Google Play Store for Android devices. The app ensures students and staff always know what is happening within the BM community. Within the app is an instant messaging function which students, teachers and boarding staff use to communicate in a safe and supported way, both on and off campus. Push notifications ensure prompt and effective communication of notices and announcements.

#### Post

Students can be sent letters, packets and parcels to school. These should be marked with their name and sent to:



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Brillantmont International School  
Student's name  
Avenue Charles-Secrétan, 16  
Lausanne 1005  
Switzerland  
Telephone: + 41 21 310 0400

Post received will be passed to the student in a timely manner.

Students should be aware that when ordering goods online, there may be quite significant customs charges due. We also ask students to consider the environmental impact of ordering goods, which are often transported long distances with excessive packaging.

### WiFi

The school has a wireless network in all school buildings that students can access for internet browsing and printing. The Internet cannot be accessed at night. This is to ensure that students are suitably rested for the next day of learning. There are extended access times at the weekend. The password for the wireless network is available from staff.

### Boarding Guidelines

Living together as a community requires mutual respect and understanding. In order to ensure harmony and collaboration within the boarding community, students are expected to understand, have an appreciation for and follow the Boarding Guidelines which are detailed below.

### Privacy & Personal Space

Students should not enter other students' bedrooms without either the permission of the student concerned, or that of a member of staff. Everyone, including staff, must knock before entering a bedroom. Boys and girls may socialize together in communal areas, but are not allowed to visit each other's boarding houses. For reasons of safety, security and privacy, students must only sleep in their own bedroom.

The Head of Boarding reserves the right to search the bedroom and belongings of a student if they see fit. This will always be done with the student present and another member of staff. Students are liable for the cost of any damage or breakages for which are responsible. Students should ensure they are in their own rooms and not visiting others after 22h00 so as to allow other students to rest and maintain a calm, relaxed atmosphere in the house in which people can feel comfortable. This is in line with and supports community living in Switzerland where 22h00 is a widely accepted time for quiet without disturbance.

Students in shared rooms should be aware of and sensitive to their roommate when making video calls. Privacy should be respected, and calls should only be made after agreement with the person sharing their room. Other spaces, such as house common rooms are available for this purpose.

Other than on arrival days, visiting parents/family or agents are not allowed to enter boarding houses, for reasons of privacy and safeguarding, unless accompanied by a member of staff.



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Day students are only permitted into the boarding house if invited by a boarding student to their room and in the company of the invited student. Day students should not be alone in the personal space of a boarding student.

### Decorating the Bedroom

Students are encouraged to bring personal items from home to decorate their room and contribute to making the boarding house a friendly and welcoming space. They are welcome to put up posters and photos of friends, family and anything else appropriate. However, we ask that students do not use blu-tac or Sellotape to attach things as this can damage the walls. Students should exclusively use drawing pins. Soft toys will all be welcomed into the boarding family. At the start of the school year, or when students first arrive, the student checks the room with a member of staff and signs to confirm the status of the room. This is repeated upon departure, and regularly throughout the year. Students should be aware that they are responsible for the state of their room and any damages incurred. Staff will regularly check bedrooms to support students with this, however students must report damages, however small to a member of staff as soon as practicable. Students should be aware that graffiti and/or deliberate damage or damage through negligence to property of any kind is not tolerated and will be handled as a discipline issue, for which the student will also be liable for associated costs. Students are welcome to rearrange the furniture in their bedroom however, this can only be done after discussion with a member of staff to ensure the layout is appropriate and agreeable to all. Adhesive lights are not permitted on paintwork as this can damage and remove the paint.

For reasons of wellbeing, students are not permitted to have games consoles (e.g. PlayStation, Xbox etc) in their bedrooms. There are common rooms with televisions available in which these can be used as the bedroom is not an appropriate place for this. Furthermore, a set-up for gaming with a laptop and/or a separate monitor in a bedroom is similarly counter-productive and not permitted. Before purchasing such equipment for use in school, students should consult the Head of Boarding for advice. Separate monitors in bedrooms are not permitted.

### Tidiness

Each student is responsible for keeping his/her bedroom tidy. It is the collective responsibility of students to keep shared areas tidy, so that our housekeeping staff can maintain high standards of cleanliness and hygiene. Floor space, including areas under beds, should be clear of clothing and other objects. Students' possessions should be stored as far as possible in desks, cupboards and on shelves.

Beds should be made each morning before leaving for school. Perishable foods and drink should be kept in the house fridge. No kitchen equipment, such as kettles, rice-cookers, refrigerators, coolers, toasters, is allowed in rooms for health and safety reasons; the same applies to irons, hair straighteners, electric fans, heaters, candles and televisions as well as other items that get hot. Students are responsible for damages to their living space and may be charged for damages incurred.



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### Meal Times

Students and staff sit together in the dining room at meal times. It gives the opportunity for the staff to get to know the students and vice versa and is key to the family atmosphere at Brillantmont. The use of technology is not permitted because we prefer to chat. If phones or technology are seen at the dining table, these will be taken away. Students must not bring their own food or drink to meal times. No take away food or drinks should be brought back to school as this undermines the healthy and balanced menu offered by the School Chef. No food, cutlery or crockery may be removed from the dining room. Boxes used to store saved meals for the return of late trips, for example, should not be thrown away, instead washed and returned to the kitchen. The meals should whenever possible be eaten in the dining room and only when absolutely necessary taken back to houses. The school dress code should be observed at meals in the dining room.

### Invitations & Weekend Permissions

We appreciate invitations extended to a boarder for the weekend, provided the following conditions are met. Written invitations and written parental authorisations for weekend permissions must be sent to school no later than midday (12h00) on Thursday preceding the sign out. The communication must be received from a verified parental address. The invitation must state very clearly that the person who is issuing the invitation takes full responsibility for the student they are inviting. The parental authorisation must state that the parents accept that the school is not responsible for their child for the duration of the invitation period. The person who is inviting the student is expected to be at least 25 years of age, come to the school and meet with a member of the boarding staff before leaving the campus, and when they return. The Head of Boarding in collaboration with the Senior Leadership Team will review the behaviour and academic progress of the students involved in any sign out, before giving authorisation.

On the weekend of the graduation ceremony at the end of the school year, students can only be signed out by their own parents. Sign out requests by other family members or requests to sign out students from another family will not be approved.

A student who has reached their 18th birthday may request a sign out from Friday after all timetabled commitments to Saturday at 22h00, or Saturday 12h00 to Sunday 18h00, once a calendar month. The request must be sent to the Head of Boarding before 12h00 on the Thursday prior to the weekend in question. The student's attitude to learning and behaviour will be considered before permission is given.

The school cannot be held liable for any expenses incurred such as tickets or hotels etc purchased prior to permission being given for an invitation or weekend permission.

### Activities and Trips

At Brillantmont we believe most passionately in the importance of our extra-curricular programme in the development of our students. Students are afforded a large amount of choice in the activities they choose to participate in. We generally offer activities that fall into three categories: leisure, cultural and sporting. We monitor the participation of all our students to



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ensure their holistic development and the choices they are making regarding accessing the extra-curricular programme. We have some mandatory, whole school trips as well as some by year group. Where students are identified as not participating sufficiently in a particular area, there may be times at which students are placed onto trips.

We feel so strongly that the young people entrusted to our care receive a well rounded, holistic education that supports our Mission and Vision Statements as well as our Boarding Curriculum. We increasingly see “soft skills” to be most important for university applications and references, which supports the importance we place in this area. We very much hope that all students will participate actively and confidently in our activities, pushing them outside of their comfort zone to learn new things and have new experiences beyond the classroom.

Students are actively encouraged for their suggestions for trips and activities and have the opportunity to make suggestions at any time to the Activity Coordinator, as well as weekly at the regular boarding house meetings.

We regularly visit cities around Switzerland and in other countries with an overnight stay. With our students often having connections in many locations throughout the world, it is respectfully requested that when attending trips, students remain with the group and follow the programme. Organising to meet friends or family for example whilst part of a trip, places a significant pressure and demand upon the responsible staff as well as the other students participating. Staff reserve the right to decline such requests.

## Behaviour

It is expected that students will follow the school rules in relation to behaviour. An atmosphere of tolerance, honesty and respect for others and property is of the utmost importance at all times. Students who do not respect this will be supported in changing their behaviour.

Should students need support in changing their behaviour to ensure it is more compatible with the ethos of the school, they will be assisted in a number of ways. Active discussion ensures an understanding of the consequences of their actions on others. A consequence for their behaviour may be given which staff will ensure is proportionate, related to the issue they have had and supportive of their personal development on an individual basis.

A system of discipline levels is used in the boarding department, similar to that of the day school. Level 1 is managed by House Parents and Assistant House Parents, Level 2 by Senior House Parent and Head of Boarding and Level 3 by the SLT in conjunction with the Head of Boarding. Consequences commensurate with behaviour level will be given according to the above explanation. Examples of discipline levels are shown below. Repeated or particularly serious behaviours can be escalated in level.

A sample of behaviours and consequences can be seen below, but this is a non-exhaustive list. We ask you to kindly refer to the School Rules Document for more details.

<https://www.brillantmont.ch/download/rich/1258/pcrkg7ke.pdf/13-Brillantmont-boarding-school-rules.pdf>



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Level 1	Level 2	Level 3
Low level lateness	Rudeness	Smoking (including vaping and e-cigarettes), drugs or alcohol in school or any other substance abuse
Inappropriate noise disturbances	Not attending timetabled or scheduled commitments	Returning to school intoxicated or under the influence of drugs
Bedroom untidy before school	Damage to property	Physical violence
Late from town (called staff and valid reason)	Late from town (did not call and/or no valid reason)	Sitting on windowsill or roof or other endangerment to life or safety
Littering	Lying	Covert filming or recording of any kind
Playing with sports equipment in the boarding house	Entering the bedroom of another student without permission	Theft
	Student making money off another student	Leaving campus without signing out, without permission or not returning at the correct time or when requested.

Examples of the sort of consequences that can be expected are shown below:

### Level 1:

- A set task to complete by a given, short term deadline lasting between 20 and 30 minutes.

### Level 2:

- A set task to be completed lasting approximately 1 hour under supervision at a time specified by the member of staff.
- Possible removal of or restriction to use of technology.

### Level 3:

- Letter to parents explaining behaviour and a record made onto student records.
- Possible suspension or exclusion from school.
- Immediate restrictions and/or measures implemented to ensure the safety of the individual and the community, pending a more long-term resolve.



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## Daily Life

### House & School Routine

All students attend breakfast between 07h40 and 08h00 and sit for the duration at a table with boarding staff, before returning to house to tidy their room and prepare for the learning and challenges of the day ahead. Students are expected not to return to bed between the hours of 08h00 and 16h15. During the working day, students should expect staff of the opposite gender to be in the boarding house. This could be for a number of purposes ranging from cleaning to maintenance tasks or checking on student welfare and bedroom tidiness.

The school day begins at 08h15 and runs through until 16h00 with a short break in the morning and lunch at midday. A selection of after school clubs and activities is available which students are encouraged to be a part of. This is also a time when the school sports teams generally undertake their training.

The boarding community comes together at 16h00 each day when the staff and students share afternoon tea and discuss their day. Students have the opportunity to relax and let off steam before starting supervised study later in the afternoon. Other opportunities for study outside of the supervised hours in the boarding house are available and encouraged. The light, airy and

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well stocked Library with excellent views of Lac Lemane and the mountains provide a relaxing and positive environment in which to study.

Boarding staff work closely with the Academic Department to ensure the monitoring and support of the students in study is tailored to the individual and complements the curriculum. Students requiring extra support in their academic subjects should first speak to their teacher. The academic tutor is also there to support with this. Before any student engages in externally provided tutoring online or otherwise, this should be discussed in person with the Head of Academics to establish clear boundaries and expectations, as well as organise a mutually convenient time that does not interfere with the school routine and student participation.

Dinner follows in the dining room where a varied and nutritionally balanced meal is provided. All members of the community are expected to follow the school dress code for meals in the dining room.

After dinner, the younger students can join communal sporting or creative activities within the boarding department, whilst older students continue with further supervised study, if needed.

Students have sufficient time in the evenings to form close friendships with peers from a diverse international background which often continue for life. Students are encouraged to relax and wind down in the evenings with a warm drink and chat before they start their bedtime routine. From the start of the bedtime routine, students must be in their own bedroom and not go to the bedroom of another.

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07h00	Wake up, shower, dress for school
07h40-08h00	Breakfast
08h00	Make bed, ensure curtains are fully open and leave the room tidy.
08h15	Classes start
09h45-10h00	Morning break
10h00-11h35	Classes
11h35-11h55	Flex Time (Collaboration Time)
11h55-12h45	Lunch
12h45-16h00	Classes
16h00-18h30	Extra-curricular activities (Those not in timetabled clubs may sign out from 16h00 to 17h15).
17h15-18h30	Study for all students not at timetabled activities or clubs.
18h35	Dinner
19h15 - 20h30	Evening boarding activities (age dependent)
20h00 - 21h30	Study for grade 9, 10, 11, 12, 13 (Grade 9 finish at 21h00)
21h00	Bedtime routine and showers for Grade 8 and 9, in rooms and quiet by 21h30
21h30	Bedtime routine and showers for Grade 10, 11, 12, 13
22h00	Lights out for all students. Students are expected to not be showering or using hair dryers after 22h00.

A weekend programme will be published each week depending upon trips and activities. Study on a Sunday will normally be from 19h00 to 21h00.

The weekend programme of trips, excursions and activities promote the Guiding Statements of the school and enrich the lives and experiences of the students. We expect all boarding students to participate regularly in these activities and to fully take advantage of the many activities offered. The overall participation of a student will be regularly reviewed. Should a student not be sufficiently contributing and participating in line with the ethos of the school, they will be assigned extra-curricular activities in which to participate.

It is a great way of not only discovering Switzerland and nearby countries, but also of having fun and trying new experiences. Participation in trips helps form friendships and bonds between students and staff.



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School clubs and activities include and are not limited to:

Band	Tennis	Football	Volleyball
Swimming	Habitat for Humanity	Sailing	Dungeons & Dragons
Basketball	Performing Arts	Yoga	Engineering Club
Engineering	Tennis	Badminton	Vocal Group
Fitness	Running	Individual Music Lessons	Beach Volleyball

Students are strongly encouraged to suggest new clubs and activities which we can set up as needed. A minimum number of students may be required.



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### Boarding House Meetings

On a weekly basis, the boarding house comes together in small groups by floor to meet with the member of staff living with them. This is an opportunity for students to ask questions, raise concerns and discuss any issues that have arisen over the course of the week. This is also a good opportunity to celebrate successes and further develop the sense of community within the house. The forthcoming weekend activities are explained to students where they are encouraged to participate as well as raise ideas of things they would like to do and places they would like to visit. An opportunity to meet individually with the member of staff is always available to the students in which they can raise issues or concerns less suited to a group setting.

### Leaving Campus

The school campus is located within walking distance of the city centre and is regularly visited by students, who enjoy its shops, cafes and leisure facilities. The school strongly disapproves of the use of Uber or other taxi services to travel to town which is only a 500m walk away. Students are provided with a Mobilis pass that enables unlimited travel around the central Lausanne area on public transport. With the metro and bus stops a very short walk away, taxi services are not required and work against our sustainability goals. For reasons of safety and security, students must communicate their whereabouts with a member of staff before leaving and upon their return. Students may not leave campus without first speaking to a member of staff and students are not permitted to leave the country in their free time. Upon return they must announce their presence. During the week this will be with a member of staff in their boarding house and at the weekend this will be with a member of staff in the dining room. Students are required to remain on campus during holiday arrival and departure weekends unless leaving for home or returning to school. Some students travel to town using a small, push scooter. When doing so, students must wear a helmet for their personal safety and must ride responsibly and safely with consideration to other members of the public. Scooters must be stored centrally, according to instructions given by the Head of Boarding and not in bedrooms. Students must request permission from the Head of Boarding before purchasing and/or bringing a scooter to school. Electric scooters are not permitted. Students who are of age and have acquired a driving license are not permitted to drive motor vehicles of any kind during term time.

Brillantmont Students enjoy periods of unsupervised time off campus. It is important that students behave in a respectful and appropriate manner that is sympathetic to and appreciative of local customs and expectations. Students leaving campus and enjoying this freedom agree to abide by the following points:

- Be respectful and at all times represent myself, my family and the school in a positive manner
- Follow all laws, rules and customs and the direction of local authorities
- Be discreet and behave in a way that does not draw attention to myself, being careful not to disclose personally identifiable information
- Remember that school rules and expectations still apply
- Continue to be a positive Global Citizen, following the Brillantmont Guiding Statements
- Positively support my holistic well-being and that of those around me

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- Use public services respectfully and responsibly (for example, making sure to hold a valid ticket if using public transport)
- Treat others as I would expect to be treated
- Be on time to return to school
- Contact a member of staff promptly and be honest if I, or anyone I am with has a problem
- Exercise restraint and self-control when using privileges such as the ability to consume alcohol
- Abide by the alcohol testing policy in full
- Support a fellow student in need



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### Multi-Purpose Sports Hall

The campus is home to a well-equipped multi-purpose sports hall. This includes gym equipment for exercise, a large hall for sports and team games as well as a performance stage, music room and classrooms.

Students are permitted to use the sports and exercise facilities during boarding hours under the supervision of a member of staff. Students who partake in music lessons etc are permitted to reserve use of the music room. Students are expected to use all facilities with care and respect and ensure that the facilities are left as they would expect to find them, being sure to turn off lights and machines etc at the end.

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### Holidays: Departing and Arriving

The arrival and departure days are detailed on the school calendar. Lessons continue until 16h00 on the Friday afternoon, unless otherwise stated. It is important that students do not miss out on timetabled lessons both at the start and the end of the holidays. Students and parents should be aware that missing lessons may lead to a non-credited year. Parents and students are asked to submit their travel arrangements in good time and should an exception be requested for an early departure or late return, that this be made in advance and prior to the purchase of any tickets. Please note that checks may be made as to the validity of requested exceptions to published term dates. We rely on parents to respect the school calendar and remind parents that it is not accepted for students to spend their holiday in Switzerland without parent or guardian supervision. The responsible person caring for a student who is to remain in Switzerland is expected to collect the student from Brillantmont in person and return them to school at the end of the holiday period.

At the beginning and end of the school term, transfer to and from Geneva airport /Lausanne train station is included in the school fees. All students are expected to arrive and leave on the official arrival /departure days. Please refer to the school calendar on the school website for further information. Outside these dates and during half term holidays, a transfer service is available at cost. Students under the age of 16 are expected to make use of this service, as are any students arriving at school or departing between the hours of 21h00 and 07h00. The older sibling of a student under 16, if travelling together is also expected to use the transfer service.

Students returning to school without a transfer service are expected to arrive at school in a timely manner following the arrival of their flight or train. It is expected that students will return to school as soon as possible, without deviation.

It is requested that students fly from Geneva airport rather than Zürich. This enables us to better support the student when taking them to the airport, ensuring they are checked in and there are no problems. Where flights from Zürich are necessary, a flight from Geneva to Zürich that connects is preferable as the level of support offered air-side is considerably higher.

Students are required to hand in all passports, identity cards and travel documents to the school for safe keeping. Replacement of such documents can be extremely difficult and time consuming so we prefer these to be kept safely in reception. Students needing them for travel will be given them just prior to departure and they must be handed in upon return without delay.

### Laundry

A free laundry service is provided to students in grades 8 and 9, after which they either do their own laundry or parents have the option to pay for the school to continue to provide the service. We encourage students to do their own laundry from grade 10 as this supports the Boarding Curriculum with learning life skills and assists in preparing the student for university life. The school provides a fully equipped laundry with washing machines and tumble dryers and washing powder is provided (though if students have a preference for a particular product, they may use their own). The student laundry is closed on Mondays and Tuesdays. Ironing facilities are available in each boarding house for the students to use. Students in grade 10 or 11 who have

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chosen to avail of the school laundry service are requested to respect the limited capacity of the service and are limited to a volume of one change of clothes per day. Any items requiring hand washing or dry cleaning are not permitted into the school laundry service and the school can not be held liable for damages in such circumstances. Students in their graduating year (Grade 12) or those joining us in Grade 13 are required to do their own laundry as a part of promoting maturity, responsibility and global citizenship.

Bedding and towels are provided for all students by the school however those wishing to bring their own are more than welcome to do so. These will be laundered by the school irrespective of age.

All student clothing should be named to facilitate the return of misplaced clothing, whether students are using the school laundry service or not. Woven name tapes sewn into clothing similar to those in the image below are recommended.



### Pocket Money

Parents can give pocket money via the school accounts department which can be collected on a Wednesday afternoon. Debit cards are encouraged, but we discourage the storage of large amounts of money in the student's bedrooms. Students are provided with a locked cupboard in which they must keep valuable items, with the key held securely. The accounts department is available for the students to use for the deposit and safe storage of money that they can reclaim during opening hours.

### Religion

Brillantmont welcomes students of all faiths without prejudice or discrimination. We encourage students to learn about other cultures, religions and traditions and celebrate diversity. Whilst we encourage students who may wish to do so to celebrate their faith, we must ensure that this does not interfere with school life. Within the city of Lausanne there are many places to worship including Catholic and Protestant churches, mosque, synagogue, temple and others. Students who wish to practice their religion should talk to the Head of Boarding to make arrangements.

### Health & Medical Care

The health and wellbeing of the students is of paramount importance. The School Nurse is present on campus during the school day, 08:00-16:30. She is responsible for the efficient and effective planning and delivery of the day-to-day health care needs of the students. Boarding staff are first aid trained and have a range of medication that they can give in the boarding house. Students who are unwell and feel they are not able to attend class must visit the school nurse at 08h00, before the start of the school day.



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The nurse liaises with the School Doctor who is available for consultation by appointment. A number of external services such as dentistry, ophthalmology and physiotherapy among others are available if required as well as access to counselling services if needed. The county teaching hospital (CHUV) is five minutes away.

Students should not have any medication in their bedrooms that has not been approved by the school nurse. Staff reserve the right to remove any medication found that has not been approved.

The Boarding, Health and Wellbeing departments work closely together to have an informed oversight of all the students. Where students are identified as needing assistance in a particular area, an individual care plan will be implemented to support them in maintaining a healthy lifestyle that is reflective of the Brillantmont Guiding Statements. This could be for example: support with technology use, social interactions, participation in the extra-curricular life of the school or otherwise adapting to the life and culture of Switzerland.

### Campus Access

Access to buildings on campus is by means of individually assigned access bracelets. Students and staff must carry this with them at all times as they are needed to access buildings. Students must never exchange bracelets as they are individually assigned, with differing access permissions in certain circumstances (music students able to access the music room, for example).

If a bracelet is lost during the school day, this must be reported immediately to reception so as the access permissions associated with it can be stopped. Outside of reception opening hours, the Head of Boarding must be informed. Changes in access permissions should be requested via the Head of Boarding for boarding students and staff. A cost will be incurred for lost or damaged bracelets requiring replacement, with increasing costs for repeated occurrences. Bracelet access-controlled buildings have an emergency door release button. This must ONLY be pressed in an emergency situation, after which an alarm will be activated. Improper use of this button could lead to disciplinary measures.

Students must not climb or jump the campus fence. This can cause serious injury and there is always a gate that can be accessed. There will be consequences for students found to have crossed the fence.

### Feedback & Suggestions

Students are empowered to raise any concerns, feedback or suggestions with a member of staff. This can be done during the regular boarding house meetings or individually at any time with the Head of Boarding. Students should be reassured that all feedback and concerns are taken seriously, respected and acted upon appropriately. A student will be kept informed with feedback and they can ask for further information at any time.



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### Child Protection & Safeguarding

The protection of children and young people is taken very seriously to ensure the safety and wellbeing of both students and staff. Local legislation and practice is followed as well as training for staff. The Child Protection & Safeguarding Officers for the school are a point of contact for anyone in relation to concerns of this nature. Students should feel empowered to report any concerns or raise any questions they may have at the earliest possible opportunity, with a member of staff with whom they feel comfortable.

### New Student Induction

Before new students arrive at school, they will be assigned and contacted by a student advisor who is an existing student who will where possible speak the same language natively. They will be available to answer any questions or direct any queries appropriately. Upon arrival at school they will be met and supported by returning students and encouraged to participate in team building and welcoming activities. Students who actively participate and remain in school to make new friends are generally speaking the students who settle in the quickest and experience the fewest problems with homesickness. We ask parents and guardians to support us with the integration of their child in the first few weeks of term.

### Fire Procedures

In the event of a fire alarm, students should evacuate the building without delay. If the alarm is activated in a building, the meeting point is Château. If the alarm is activated in Château, the meeting point is in Monribeau. Students should leave the building in a calm manner, walking and quietly. Do not stop to collect personal belongings and ensure before going to bed that a warm coat and shoes are available to put on quickly as walking between buildings in the snow might be necessary. Students should be silent during registration and respond clearly when their name is called, not answering for anyone else. This is to ensure the safety and prompt accounting for students.

Fire alarms can be activated not just by smoke but also particles from deodorant etc. Students should be careful when applying perfumes, hair spray, deodorant etc.

If evacuation of the building is not possible, students should proceed to the designated fire rooms on each floor which are identifiable by a sign on the door. After entering this room, staff and students should shut the door and await rescue via the balcony.

For reasons of fire safety, students must always sleep in their own bedroom, in their own bed.

### Healthy Living

Boarding staff work closely with the school nurse to ensure a healthy lifestyle. With the nurse, staff work to support students in making healthy life choices relating to active participation, diet, rest and well-being. The entire routine of the boarding department underpins and supports these aspects of healthy living. Drugs, including alcohol and nicotine-based products, and other substances such as energy drinks are not permitted in school. Staff reserve the right to remove food or drink items from students to help control consumption and maintain a healthy balance. Take away or fast food are not permitted to be delivered or brought to school. These will be



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taken away from students if found. Students are also encouraged to walk to town and not use taxi services for short distances.

Students who engage in online support, life coaching or appointments of a similar nature are required to communicate this with the Head of Wellbeing. It is important that students can be supported in school and provided with an environment in which they can undertake such conversations in private.

### Visiting your child

Every year, we hold a Parent's Day, during which parents can attend classes with their child, stay for lunch at school and in the afternoon, have private meetings with the teachers.

The best time to come and see those responsible for the care and education of your child is parents day, the date of which can be found in the school calendar. If you cannot make this important day, you are encouraged to contact us in advance to organise a mutually convenient alternative. Please email the school at: [boarding@brillantmont.ch](mailto:boarding@brillantmont.ch)

### The Brillantmont family across the world

Some parents are unable to travel to visit their child at Brillantmont. Senior members of staff travel frequently across the world and are delighted to meet parents at home, to give them the latest news of their child.

The content of this Handbook was correct at the time it was written however, we reserve the right to change published procedures as circumstances or improvements dictate. A current version of this Handbook is on the School Website ([www.brillantmont.ch](http://www.brillantmont.ch)) and will be periodically updated. Students, parents and staff should consult regularly the comprehensive information on the website.